ASSIGNMENT 1

Textbook Assignment: *Department of the Navy Correspondence Manual,* SECNAVINST 5216.5D, chapter 1.

Learning Objective: Identify the admin-istrative and management responsibilities for the DON correspondence management program.

1-1. Who coordinates proposed changes to the DON Correspondence Manual?

1. Chief of Naval Operations
2. Commander, Naval Computer and Telecommunications Command
3. Chief of Naval Personnel
4. DON Correspondence Manager

1-2 Which of the following officials is responsible for establishing a correspondence management program?

1. Activity heads only
2. Correspondence managers
3. Commanding officers only
4. Commanding officers and activity heads

1-3. Screening incoming communications is the responsibility of what official?

1. Administrative officer
2. Commanding officer
3. Officer in charge
4. Correspondence manager

Learning Objective: Explain the standards and procedures used for preparing and managing correspondence within the Department of the Navy.

1-4. Which of the following titles contributes to sex-neutral language?

1. Chairperson
2. Chairman or chairwoman
3. Sir or madame
4. Ladies and gentlemen

1-5. When official correspondence is unnecessary, which of the following is the preferred method of communications?

1. Letter
2. Electronic mail (E-Mail)
3. Conversation in person or by phone
4. Facsimile machine (fax)

1-6. When should you include a point of contact (POC) and return telephone number on outgoing correspondence?

1. When you have sensitive subject matter
2. When you have serialized correspondence
3. When writing to higher authority
4. When your correspondence might prompt a reply or inquiry

1-7. The engineer officer, CDR Doe, of the USS NEVER DOCK is the action officer for this official correspondence. Which of the following "to" addresses is correctly formatted to reach this office?

1. Commanding Officer, USS NEVER DOCK (DD 99) (ENG)
2. Engineer Officer, USS NEVER DOCK (DD 99)
3. USS NEVER DOCK (DD 99) (ENG)
4. Commanding Officer, USS NEVER DOCK (DD 99) Attn: CDR Doe

1-8. You do not have time to send important correspondence via the chain of command and still meet a deadline. Which of the following alternate methods should you use?

1. Send it via the chain of command with an advance copy to the action addressee
2. Send it directly to the action addressee with a concurrent copy to each intermediate addressee
3. Both 1 and 2 above
4. Request an extension of time

1-9. A master chief petty officer writing to higher authority on a personal matter is requesting retirement. Which of the following rules applies in this situation?

1. The request must be on letterhead bond, standard letter format, and forwarded via the chain of command
2. The request must be on plain bond paper, standard letter format, and forwarded via the chain of command
3. The request must be on plain bond paper, standard letter format, and forwarded directly to the action addressee
4. This is a personal letter; the paper type, format, and routing is the individual's choice

1-10. The window envelope is appropriate for mailing a letter to the Office of the Chief of Naval Operations.

1. True
2. False

1-11. If revision to a letter is likely, during what stage of development should it be coordinated?

1. Drafting
2. Retyping
3. Signature
4. Final review

1-12. Briefing memos and cover letters are useful and necessary administrative tools. Their use is recommended regardless of the simplicity of the subject matter.

1. True
2. False

1-13. The commanding officer or officer in charge must personally sign which of the following documents?

1. Those required by law or regulation
2. Those that center on the command's mission
3. Those that establish policy
4. Each of the above

1-14. Signature authority is delegated to the administrative officer. When, if ever, can this officer further subdelegate this authority to the administrative chief petty officer?

1. When authorized by the CO or OIC
2. Under emergency conditions only
3. During the extended absence of the admin officer only
4. Never

1-15. Which of the following formats should be used by an individual with delegated signature authority who is signing correspondence?

1. John A. Doe
   By direction
2. JOHN A. DOE
   LCDR USN
   BY DIRECTION
3. JOHN A. DOE
   By direction
4. JOHN A. DOE
   LCDR USN

1-16. A commanding officer has authorized the ship's secretary to stamp his signature on certain correspondence with a facsimile stamp. Whose initials should appear next to the stamped signature?

1. The ship's secretary
2. The commanding officer's
3. The correspondence manager's
4. The executive officer's

1-17. At which of the following times should you date stamp incoming controlled correspondence received by your command?

1. On the date action is taken
2. On the date it is received
3. On the date it is to be signed
4. Each of the above

1-18. Controls should be assigned to which of the following types of incoming correspondence?

1. Those containing personal information
2. Those containing For Official Use Only (FOUO) material
3. Those requiring a response or having long-term reference value
4. Each of the above

1-19. You should track the status of which of the following types of incoming controlled correspondence?

1. Those routed for action only
2. Those containing classified material
3. Those containing FOUO material
4. Each of the above

1-20. Routine correspondence requiring action should be answered within what maximum time?

1. 5 working days
2. 10 working days
3. The time set by the incoming correspondence
4. Either 2 or 3 above, depending on whether there is a specific time stated in the correspondence

1-21. What, if anything, should be done when you anticipate a delay in replying to a piece of controlled correspondence?

1. Send an interim reply within 5 workdays
2. Send an interim reply within 10 workdays
3. Inform the next superior in your chain of command
4. Nothing

1-22. Which of the following rules is applicable when replying to Congressional communications?

1. A final reply must be sent within 48 hours after receipt of any Congressional communication
2. The CO or OIC must personally sign the reply; "By direction" signature is not allowed
3. Send the original reply plus an extra copy when responding to a congressional inquiry
4. Each of the above

1-23. Several months have passed since you sent a piece of action correspondence expecting a prompt reply. Which of the following actions should you take?

1. Follow up with a message
2. Follow up with a phone call or tracer
3. Both 1 and 2 above
4. Send a new request or letter

1-24. When corresponding outside of DOD, when, if ever, is it acceptable to use the social security number of military members or civilian employees?

1. When dealing with any law enforcement agency
2. When absolutely essential for identification
3. When it has already been revealed by incoming communications
4. Never

1-25. When identification of a Navy service member is necessary, where in the letter is this person normally identified?

1. In the subject line of a business letter
2. In the subject line of a standard letter
3. In the attention line of a business letter
4. In the first paragraph of a standard letter

1-26. After fully identifying a service member as CTA3 John A. Doe, USN, 123-45-6789, any further reference to this member should be in what manner?

1. CTA3 John A. Doe, USN
2. CTA3 J. DOE, 123-45-6789
3. CTA3 Doe
4. CTA3 JOHN A. DOE

1-27. Which of the following examples properly identifies a Navy captain in the text of a standard letter?

1. CAPT J. A. Doe, USN,
   123-45-6789/1610
2. CAPT John A. Doe, USN,
   123-45-6789/1610
3. CAPT John Adam Doe, USN,
   123-45-6789/1610
4. Captain John A. Doe, USN,
   123-45-6789/1610

1-28. Which of the following examples correctly identifies a Marine Corps captain in the text of a standard letter?

1. CAPT John A. Doe, USMC,
   123-45-6789/1610
2. Captain John A. Doe
   123 45 6789/1610 USMC
3. CAPT JOHN A. DOE, USMC,
   123-45-6789/1610
4. Captain John A. Doe
   123-45-6789/1610 USMC

1-29. The first page of correspondence addressed to the Chief of Naval Operations should be on what type of stationery?

1. Typed, stamped, or computer-generated letterhead bond only
2. Printed letterhead only
3. Printed, typed, stamped, or computer-generated letterhead bond
4. Letterhead white paper

1-30. Which, if any, of the following methods of typing or stamping letterhead is authorized?

1. DEPARTMENT OF THE NAVY is always on the first line, centered, and on the third line from the top of the page
2. DEPARTMENT OF THE NAVY is centered on the first line, 1 inch from the top of the page
3. The activity's name and address begins on the fifth line from the top, centered, under the words DEPARTMENT OF THE NAVY or UNITED STATES MARINE CORPS, if applicable
4. None of the above

1-31. Which of the following instructions contains information on printing letterhead stationery for your command?

1. DODINST 5602.8
2. MCO P5600.31E
3. SECNAVINST 5602.6A
4. Both 2 and 3 above

1-32. In which of the following ways should you mark enclosures to a letter?

1. Enclosures should be marked on the first page
2. Second and succeeding pages should never be marked
3. Enclosure markings should be typed, stamped, or handwritten in black ink only
4. Enclosure markings should be placed in the lower-left corner

1-33. You are assembling a letter that has three different enclosures. Each enclosure has three pages. What should be the page number of the last page of the third enclosure?

1. 9
2. 8
3. 3
4. 6

1-34. Which of the following rules should you follow when using correspondence produced for use with window envelopes?

1. All copies that go outside your activity must have a letterhead
2. There is always a "from" line
3. Its use is recommended as a correspondence shortcut
4. Each of the above

1-35. When distributing informational copies within your command, make several copies rather than circulate a single "read, initial, date, and pass it along" copy.

1. True
2. False

1-36. Which of the following examples shows a correctly formatted date in the text of a naval letter?

1. 26 July 1994
2. July 26, 1994
3. 26 Jul 94
4. 7/26/94

1-37. You are using an acronym that may be unfamiliar to the reader. When, if ever, may you use the acronym without spelling it out?

1. After you have identified the acronym at least 3 times to get the reader familiar with the meaning
2. After the initial definition of the meaning
3. Right away; no explanation is necessary
4. Never

1-38. In a standard naval letter, may script or italics be used? If so, for which of the following purposes?

1. Yes; to make the letter look hand-written
2. Yes; to type formal letters
3. Yes; for occasional emphasis
4. No

1-39. Which of the following ink colors may be used to type, stamp, and sign correspondence?

1. Blue
2. Black
3. Blue-black
4. Both 2 and 3 above

Learning Objective: Describe the procedures used for creating and maintaining electronic records within the Department of the Navy.

1-40. Which, if any, of the following steps should be taken to prevent damage while labeling electronic disks or tapes?

1. Erase information on a label only after it is in place on the disk
2. Write information on a label only after it is in place on the disk
3. When affixing a label to a disk, choose an area away from all holes
4. None of the above

1-41. To maintain electronic discs or tapes, which of the following steps should be taken?

1. Make backup copies at least once a month
2. Use floppy disks for permanent long-term storage
3. Whenever possible, store backup files in a separate area from source data
4. Each of the above

1-42. At what minimum interval should you set the automatic save feature to prevent equipment failure or power outages from causing a data loss when using a word processor?

1. Every 5 or 10 minutes
2. Every 10 or 15 minutes
3. Every 10 or 20 minutes
4. Every 20 or 30 minutes

1-43. Information on managing, using, and deleting classified information is found in which of the following instructions?

1. OPNAVINST 5510.1
2. OPNAVINST 5212.5
3. SECNAVINST 5211.5
4. SECNAVINST 5270.42

Learning Objective: Explain the procedures for using electronic mail (E-Mail) and facsimile (fax) transmission services for correspondence within the Department of the Navy.

1-44. For which of the following purposes is electronic mail (E-Mail) NOT used?

1. To transmit formal correspondence within DOD
2. To allow individuals and activities to exchange information by computer
3. To send other than official government business
4. To take the place of telephone calls

1-45. Activities establish access and handling procedures for managing E-Mail for which, if any, of the following purposes?

1. To encourage the sharing of mailboxes or passwords
2. To encourage users to check their mailboxes at least twice a week
3. To spell out how to access and process E-Mail for users who are absent 5 or more days
4. None of the above

1-46. Which of the following rules applies when using E-Mail to formally correspond within DOD?

1. No signature authority is required
2. No letterhead information is necessary
3. A copy of all formal correspondence sent by E-mail should be kept on file
4. Transmissions can be made from any E-mail address

1-47. E-mail usage is limited to unclassified communications only.

1. True
2. False

1-48. You have several documents to transmit across the country. There is no time limit for these documents to reach their destination. Which of the following procedures should you use?

1. Fax the documents in batches vice individually only
2. Fax the documents using GSA Optional Form 99 instead of a separate cover only
3. Both 1 and 2 above
4. Send documents through normal mail channels, vice fax

1-49. Which of the following rules is applicable when using facsimile transmission services?

1. Always use a cover sheet
2. Never transmit classified data
3. Use the OF 99 or rubber stamp, whenever possible
4. Each of the above

1-50. Normally, what should you do with the original document upon completion of the fax transmission process?

1. The sending activity should retain it
2. Send it to the addressee in case the fax was not received
3. Send it to PSD for a service record entry
4. Destroy it

1-51. Your activity has a fax machine that uses thermal paper. What, if anything, should you do if you wish to retain the document for record purposes?

1. Photocopy the document
2. Encase the document in a clear document protector
3. Have the sender forward the original document
4. Nothing

Learning Objective: Explain U.S. Postal Service (USPS) standards and Navy policies pertaining to official mail.

1-52. Which of the following is an approved method of reducing mailing expenses?

1. Use activity/agency couriers within the local area, if available
2. Use a standard size letter (number 10) envelope, whenever possible
3. Consolidate, by class, all mail destined for the same address
4. Each of the above

1-53. Which of the following procedures should be used when formatting a delivery address on an envelope?

1. Use only uppercase letters
2. The address should be typed, printed, or rubber stamped
3. Both 1 and 2 above
4. City and state must be separated by a comma

1-54. When addressing an envelope, you should limit official mail addresses (both delivery and return) to a maximum of how many lines?

1. 7
2. 6
3. 5
4. 4

1-55. For mail sent within DOD, besides the delivery address and post office line (city, state, and Zip+4), what other mandatory information must the delivery address contain?

1. Title of the official in charge and activity short title without the city and state only
2. Activity short title without the city and state only
3. Title of the official in charge only
4. Title of the official in charge, action officer, code, or section (if known), and activity short title without the city and state

1-56. When selecting a class of mail service, which of the following material requirements should be met?

1. Delivery
2. Accountability
3. Security
4. Each of the above

1-57. Which of the following actions should be taken when marking mail with the classification of service you desire?

1. Mark all mail with the class of service desired
2. Place no markings on first class mail that is in a standard (number 10) envelope
3. Mark the class of service in the bottom left corner of the envelope
4. Each of the above

1-58. Mailings without a class of mail marking are sent as what class of service?

1. First class service except for mailings in standard (number 10) envelopes
2. The lowest possible class of service, including mailings in standard (number 10) envelopes
3. The lowest possible class of service, excluding mailings in standard (number 10) envelopes
4. Third class only

1-59. What is the correct standard address abbreviation for expressway?

1. XWAY
2. EXPWY
3. EXWY
4. EXPY

1-60. When placing the delivery address on an envelope, the address should be centered, with lines single-spaced and blocked one below the other. You should maintain which of the following margins?

1. At least a 1-inch bottom and side margins
2. At least a 1-inch side and 5/8-inch bottom margin only
3. The first line of the address area should be no higher than 2-3/4 inches from the bottom of the envelope
4. Both 2 and 3 above